

Section 1

INCIDENT VARIABLES

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Site ID: SiteID
Incident ID: IncID

Name	Definition
SiteID	Identifier for the state reporting site
IncID	Identifier used to identify the incident

Uses

Used together, the Site ID and the Incident ID uniquely identify each incident in the database. The Site and Incident ID are used to link data from all of the tables in the relational database. The site number can be used to sort data by site for analysis.

Discussion

The Site ID number is the Federal Information Processing Standards (FIPS) code assigned to the state. The Incident ID is automatically assigned by the software and increases by one for each incident. There are no provisions for missing or unknown information for these two data elements.

Name	Label	Table	Type	Field Length	Priority	Primacy
SiteID	Site ID:	Incident	Number	2	ER	SYS
IncID	Incident ID:	Incident	Text	9	ER	SYS

Response Options:

SiteID

- 1 Alabama
- 2 Alaska
- 4 Arizona
- 5 Arkansas
- 6 California
- 8 Colorado
- 9 Connecticut
- 10 Delaware
- 11 District of Columbia
- 12 Florida
- 13 Georgia
- 15 Hawaii
- 16 Idaho
- 17 Illinois
- 18 Indiana
- 19 Iowa
- 20 Kansas
- 21 Kentucky

Incident

22	Louisiana
23	Maine
24	Maryland
25	Massachusetts
26	Michigan
27	Minnesota
28	Mississippi
29	Missouri
30	Montana
31	Nebraska
32	Nevada
33	New Hampshire
34	New Jersey
35	New Mexico
36	New York
37	North Carolina
38	North Dakota
39	Ohio
40	Oklahoma
41	Oregon
42	Pennsylvania
43	Puerto Rico
44	Rhode Island
45	South Carolina
46	South Dakota
47	Tennessee
48	Texas
49	Utah
50	Vermont
51	Virginia
53	Washington
54	West Virginia
55	Wisconsin
56	Wyoming

IncID

Data Standards or Guidelines

FIPS state codes: Federal Information Processing Standards (FIPS),
National Institute of Standards and Technologies

Case status: CaseStat**Name Definition**

CaseStat	Status of case
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Uses

This field will help the abstractor, supervisor, and CDC identify whether a given case is complete. For some purposes, it may be sufficient to use any cases for which at least the early required/(mandatory) variables are completed. For other purposes, the late required variables should be complete. States may also prefer to keep track of whether the optional fields have also been completed.

Discussion

When a new case is started, it will be given a case status of 1 (open) by default. This value can be changed as different stages of data entry are completed to mark progress. This variable is included in a standard quality control report that can be generated by NVDRS software to determine how many cases are in each status category. States or CDC may prefer to restrict the data to incidents of a particular case status before performing analyses. The case status variable will have no bearing on whether individual incidents are uploaded to CDC during routine uploads; all incidents will be uploaded.

Name	Label	Table	Type	Field	Priority	Primacy
				Length		
CaseStat	Case status:	Incident	Number	1	O	SYS

Response Options:**CaseStat**

- 0 Incident abstraction initiated
- 1 Preliminary early required abstracted
- 2 Near final early required completed
- 3 Preliminary late required abstracted
- 4 Near final late required completed
- 5 Preliminary optional abstracted
- 6 Near final optional completed
- 7 Incident abstraction completed
- 8 Incident closed to further edits

INCIDENT COUNTERS

Number of source documents in incident:	NumSrDocs
Number of persons in incident:	NumPersons
Number of weapons in incident:	NumWeapons
Number of victim-suspect relationship records in incident:	NumVSRels
Number of person-weapon relationship records in incident:	NumPWRel

Name	Definition
NumSrDocs	Number of source documents
NumPersons	Number of persons in incident
NumWeapons	Number of weapons in incident
NumVSRels	Number of victim-suspect relationship records in incident
NumPWRel	Number of person-weapon relationship records in incident

Uses

These variables define the number of key components in the incident.

Discussion

There must be a minimum of one document, one person, and one weapon in each incident. The number of source documents is the total number of death certificates, CME reports, police reports, etc. that provided information for the incident. People in the incident are only those who are fatally injured victims, or suspects in their deaths. Identifying the victims in the incident is not difficult once you have determined how to define an incident (see Definitions section). Identifying how many suspects to include may be more difficult. There are no suspects for isolated suicides and self-inflicted unintentional firearm deaths. For homicides, suspects include people who are listed by the police or the CME as suspects. For unintentional firearm deaths that are not self-inflicted, include the person who fired the weapon as a suspect and anyone else listed by the police as a suspect. A person does not have to be arrested or identified to be listed as a suspect. As long as the number of persons involved in the death is known (e.g., police report that the victim was stabbed by two males), each should be listed as a suspect, even if nothing further is known about them. When the number of suspects is not known in homicides, consider the number of suspects to be zero. The number of persons in such incidents is therefore equal to the number of victims.

Weapons can range from instruments everyone would call a weapon, such as a gun or bayonet, to actions such as setting fires, pushing someone over a cliff, or shaking (as in shaken baby syndrome). Additional descriptive data elements exist only for firearms and poisons. The weapon type categories other than firearms and poisons are as follows:

nonpowder guns (e.g., BB guns), sharp instruments, blunt instruments, hanging/suffocation, personal weapons (e.g., fist or feet), fall, explosive, drowning, fire, shaking, motor vehicle, biological weapon, and intentional neglect. Because details are collected only about firearms and poisons, enter each firearm or poison involved in the incident as a separate weapon. For all other weapon types involved in a violent death, list the weapon only once per incident. For example, if multiple sharp objects or knives are used to kill one or more persons in an incident, enter only one weapon to represent all these sharp objects. If multiple knives and blunt objects are used, one “sharp instrument” and one “blunt instrument” weapon record should be entered. Guns on the scene known not used to shoot the victim, (e.g., a gun on the person of the victim), are not counted as weapons in the incident. Similarly, poisons or drugs on the scene that were not ingested in a drug overdose are not counted. Evidence that it was taken as an overdose would be indicated in a statement that the person took an overdose, that the drug helped cause the death, or that drug levels were more than therapeutic or beyond the normal range.

The numbers of Victim Suspect Relationships and Person Weapon Relationships are automatically calculated by the software.

Name	Label	Table	Type	Field Length	Priority	Primacy
NumSrDocs	Number of source documents in incident:	Incident	Number	4	ER	SYS
NumPersons	Number of persons in incident:	Incident	Number	4	ER	SYS
NumWeapons	Number of weapons in incident:	Incident	Number	4	ER	SYS
NumVSRels	Number of victim-suspect relationship records in incident:	Incident	Number	4	LR	SYS
NumPWRel	Number of person-weapon relationship records in incident:	Incident	Number	4	LR	SYS

Response Options:

NumSrDocs
 NumPersons
 NumWeapons
 NumVSRels
 NumPWRel

SUPERVISOR CHECK

Date supervisor checked incident: DtSuper
Date supervisor rechecked incident: DtReSuper
Supervisor note field: SuperTxt

Name	Definition
DtSuper	Date supervisor checked incident
DtReSuper	Date supervisor rechecked incident
SuperTxt	Supervisor note field

Uses

Supervisors can use these fields to track whether they have checked the incident. Problems or questions noted in the supervisor's review can be placed in the supervisor note field. In Version 1, states marked reabstracted incidents in the 2002 database with the following text string in the supervisor field: "dup/siteID/yyyy/IncID". This information is needed for linking the reabstraction incident to the original incident for cases entered in Version 1.

From Version 2 of the software onwards, two data elements ('ReabstractYr' and 'ReabstractInc') were added to the 2002 data year panel to make the linking of reabstracted incidents to original incidents easier. Please see page 1-15.

Discussion

These fields are optional.

Name	Label	Table	Type	Field Length	Priority	Primacy
DtSuper	Date supervisor checked incident:	Incident	Text	10	O	SYS
DtReSuper	Date supervisor rechecked incident:	Incident	Text	10	O	SYS
SuperTxt	Supervisor note field:	Incident	Text	1000	O	SYS

Response Options:

DtSuper
 DtReSuper
 SuperTxt

Number of nonfatally shot persons in incident: NumInjure**Name Definition**

NumInjure	Number of nonfatal gunshot wound victims associated with the report
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Uses

Can be used to assess the extent of multiple-victim incidents and the association of nonfatal injuries with fatal incidents. Appears in PR and CME panels only.

Discussion

Record the total number of victims who sustained a projectile wound from a firearm during the course of the incident and survived. Victims of pistol whipping should not be counted here. This variable appears in PR and CME sections of Incident screen. Enter "0" if there is no indication of a nonfatal shooting. Enter "9999" if the number of such persons is unknown.

Name	Label	Table	Type	Field Length	Priority	Primacy
NumInjure	Number of nonfatally shot persons in incident:	Incident	Number	4	LR/LR	CME/PR

Response Options:

NumInjure	
0	None
9999	Unknown

Data Standards or Guidelines

NVISS

Narrative of the incident: IncNarr

Name	Definition
IncNarr	Narrative of the incident

Uses

There are a number of purposes for collecting a narrative account of the incident.

- The first is to briefly summarize what happened, and why, and include important information that is not otherwise captured in the coded variables.
- The second is to facilitate data quality control checks on the coding of key variables — particularly type of death, person type, circumstance, and victim-suspect relationship.
- The narrative also provides the context for understanding the incident.
- Lastly, the narrative records information that cannot be captured elsewhere.

Discussion

Incident narratives are written based on a single data source. Consequently, there is an incident narrative that summarizes the police findings, a narrative that describes the CME's findings, and one that records additional information from the Child Fatality Review Team (CFRT). Please do not include personally identifying information in narratives such as names of people, towns, streets, police departments, and hospitals. Also avoid using specific dates. Describe, in a few sentences:

- Who was injured by whom,
- The relationship between victim and suspect if other than self-inflicted,
- Where the incident occurred, and
- The precipitating circumstances according to the data source.

Each circumstance variable that is positively endorsed on the circumstance screen should be mentioned in the narrative. Please include sex and age of person(s) involved. Avoid using abbreviations, with the exception of V for Victim, S for Suspect, and V/S for persons who are both victims and suspects.

An example of a **homicide** narrative is: "V was a 20 year old male who was a passenger in a taxi cab who was shot by the male cab driver, S, after an altercation over the amount of the cab fare. The two were not previously acquainted. The V had been drinking at a bar."

An example of a **suicide** narrative is: “Male victim was 45 years old and was found in his parked car in the driveway of his home with a self-inflicted gunshot wound to the head. No suicide note was found. His wife reports he was despondent over the loss of his job four months ago and had talked about suicide but never previously attempted. CME report does not document any mental health or substance abuse history.”

Try to keep the narratives relatively short. Avoid using incomplete sentences, as they are hard to understand. Do not adopt the ‘tone’ of the source document. There is no need to document timing, who found the body, body position, wound information, treatment information, etc. The following is a poor example of an incident narrative: “Victim approached by 2 AMs IFO Store 24 on Fresno Blvd. at approximately 11:50 p.m. First AM dropped to his knees, took aim, and shot V in left leg. V raises hand to block shot. Second S shoots V in hand and chest. V crawls to pay phone. EMS responds. V to Bruckner Hospital; ICU three days; life support withdrawn 3/12/03.” Instead, this could be worded as follows: “V was approached and shot on the street by two males. No information about precipitating circumstance or victim-offender relationship was reported.” If multiple police records conflict about the narrative details, record what you believe to be in the most accurate narrative. Do the same for multiple CME records.

Name	Label	Table	Type	Field	Priority	Primacy
				Length		
IncNarr	Narrative of the incident:	Incident	Text	1000	LR/LR	CME/PR

Response Options:

IncNarr

Data Standards or Guidelines

NVISS

Scene investigation by law enforcement: **ScenLaw**
Scene investigation by the CME: **ScenME**

Name	Definition
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ScenLaw	Did the police conduct an on-scene investigation?
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ScenME	Did the CME office conduct an on-scene investigation?
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Uses

These variables are part of the Child Fatality Review (CFR) Module. Many CFR programs have developed protocols for investigating child deaths. They generally recommend that CMEs and/or police conduct investigations at the scene of a child's death in the case of injury deaths and medical deaths occurring outside a health care setting. Investigations that rely only on examining the body after its removal from the incident scene may fail to reveal information that could aid in identifying homicides. These data elements document whether on-scene investigations occurred and will be useful for determining the extent to which recommended investigation protocols are followed in the case of child suicides, homicides, and unintentional gun deaths.

Discussion

If there is no empirical evidence that the specified parties conducted an investigation, these variables should be coded "No". If the CFRT does not ask, code "Not collected by reporting site". If the CFRT asks, but the information is not available, code "Unknown".

Name	Label	Table	Type	Field Length	Priority	Primacy
ScenLaw	Scene investigation by law enforcement:	Incident	Number	1	O	CFR
ScenME	Scene investigation by the CME:	Incident	Number	1	O	CFR

Response Options:

ScenLaw

and

ScenME

- | | |
|---|---------------------------------|
| 0 | No |
| 1 | Yes |
| 7 | Not collected by reporting site |
| 8 | Not applicable |
| 9 | Unknown |

Data Standards or Guidelines

NVISS

Witness(es) to fatal incident: **Witness**
If yes, child witness: **ChldWit**

Name	Definition
Witness	Were there any witnesses to the incident?
ChldWit	Were there any child witnesses to the fatal incident?

Uses

Information about witnesses may provide insight into potential risk factors for violent child deaths and may also be useful for planning services and interventions for those who witnessed the violence.

Discussion

Witness(es) include any person(s) other than a suspect who was present and observed the incident that led to the child's death. The supervisor can be considered a witness, but only if that person was not also the perpetrator. A child witness is defined as a person under 18 years of age who was present and observed the fatal incident. These two variables are part of the CFR module.

Name	Label	Table	Type	Field Length	Priority	Primacy
Witness	Witness(es) to fatal incident:	Incident	Number	1	O	CFR
ChldWit	If yes, child witness:	Incident	Number	1	O	CFR

Response Options:

Witness

and

ChldWit

- 0 No
- 1 Yes
- 7 Not collected by reporting site
- 8 Not applicable
- 9 Unknown

Data Standards or Guidelines

NVISS

CFR additional information: CFRTxt

Name	Definition
CFRTxt	Text field for describing additional relevant information provided by the Child Fatality Review data source

Uses

The CFR data source may provide information that is relevant to the death but is not available from other sources.

Discussion

As a text field, use this area to clarify circumstances surrounding the death that may not be clear from the CFR data elements or other NVDRS data sources. For example, unusual circumstances surrounding the death, household composition, supervision, or CFR committee decisions would be helpful in this text box. Also, coding options for several variables require further explanation in the incident narrative; that information should be included here. This box should only reflect unique information gathered from CFR, as it is a document-based system.

Name	Label	Table	Type	Field Length	Priority	Primacy
CFRTxt	CFR additional information:	Incident	Text	1000	O	CFR

Response Options:

CFRTxt

Data Standards or Guidelines

NVISS

INCIDENT REABSTRACTION (2002 data year panel only)

Reabstraction from data year: ReabstractYr
Of incident number: ReabstractInc

Name	Definition
ReabstractYr	The year of the incident that is being reabstracted
ReabstractInc	The incident number of the case that is being reabstracted

Uses

States use the 2002 data year incident panel to enter reabstracted incidents. These fields are used to link the reabstracted incidents to the original incident. The primary purpose of reabstraction is to identify errors in the coding of key data sources in a timely way. A secondary purpose is to identify data fields that have low reliability, i.e., they are not completed in the same way by trained independent observers in a significant percentage of incident, perhaps because of their inherent subjectivity.

Discussion

Ten percent of the incidents completed from the previous quarter or previous month should be reabstracted. Completed incidents refer to incidents that have data entered from the death certificate, police record, and CME record.

Incident Selection

Reabstractors should select the incident numbers of the incidents they want to reabstract along with the necessary identifiers prior to the reabstraction. We suggest using the Reports/Search by/Incident ID report in the NVDRS software to create a list of incident ID numbers that can be reabstracted. Eliminate from the list those incidents that have more than two people listed in the report because it will be impossible to determine match the person in the original abstraction to the person in the reabstraction. Such matching can be done with only one person in the incident or with two people, one victim and one suspect. We further suggest selecting every ninth completed record initially to have a few backup incident numbers in case some original records are temporarily unavailable. Over time, experience will suggest the sampling fraction that will result in successful completion of ten percent.

Reabstraction

Reabstraction should start soon after the first completed quarter of data collection and be done on an ongoing basis so that feedback to abstractors is timely. Reabstractors should open a new incident for every reabstraction. The reabstracted incident should be put in the 2002 database so that it never becomes an unwanted duplicate in the current year's file. Reabstraction should be completed by the individual who is most skilled in coding, not necessarily the supervisor. It should **not** be completed by the same person who originally coded the incident. To reduce the chances that the reabstractor will be biased

Incident

by another person's interpretation of the incident, they should not have read the original abstraction before doing the reabstraction and they should not have access to the original abstractor's paper or electronic abstraction when they reabstract the incident. The reabstractor ***should*** have access to all the original records used by the original abstractor.

Reabstracted cases will be sent to the CDC along with all other incidents in the routine way. CDC will link the originals with their reabstractions and calculate concordance using kappa statistics for all coded fields that have been completed by either abstractor.

State supervisor/reabstractors will want to compare their results with the original abstractions themselves manually by printing an incident or by setting up queries to do record comparisons for specified pairs of incidents. Any discrepancies noted should be reconciled through discussion with the original abstractor. It will be important to distinguish between the two possible sources of error: true coder disagreement and data entry error. Retraining or clarification of coding instructions may help with coder disagreement, while changes in question format may help with data entry error.

Note: Do not reabstract incidents that have not been checked in from a laptop because their incident number may change when they are checked in.

Name	Label	Table	Type	Field Length	Priority	Primacy
ReabstractYr	Reabstraction from data year:	Incident	Text	4	O	SYS
ReabstractInc	Of incident number:	Incident	Text	4	O	SYS

Response Options:

ReabstractYr

ReabstractInc